



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE

NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 5040.6D

002

30 NOV 1993

COMNAVRESFOR INSTRUCTION 5040.6D

Subj : COMMAND INSPECTION PROGRAM OF THE NAVAL RESERVE

Ref: (a) U.S. Navy Regulations, 1990
 (b) SECNAVINST 5430.57F
 (c) OPNAVINST 5040.7K
 (d) SECNAVINST 5214.2B
 (e) SECNAVINST 3820.3D
 (f) COMNAVSURFRESFORINST 5210.1A
 (g) COMNAVRESFORINST 2280.3C

Encl: (1) COMNAVRESFOR Command Inspection Requirements

1. Purpose. To establish the authority, responsibility, mission, task, and function of the Naval Reserve Inspector General (NAVRESINSGEN) and to establish inspection programs at lower echelons within the Commander, Naval Reserve Force (COMNAVRESFOR) per references (a) through (f).

2. Cancellation. COMNAVRESFORINST 5040.6C

3. Objectives

a. To evaluate the command effectiveness of inspected activities in performing assigned mission, tasks, and functions.

b. To determine the integrity and efficiency of resource management by inspected commands or activities in carrying out assigned mission, tasks, and functions.

c. To ensure compliance with items of special interest to the Secretary of the Navy, Chief of Naval Operations and COMNAVRESFOR (current OPNAV/COMNAVRESFOR Notice 5040) throughout the Naval Reserve Force as required by reference (c).

d. To recommend appropriate action to correct deficiencies.

4. Policy

a. Naval Reserve command inspections are intended to assess command effectiveness in mission performance; review current Reserve programs, policies and procedures, and compliance with administrative requirements established by higher authority. Emphasis is placed on training, training support and safety as measured by individual and unit mobilization readiness.

To standardize procedures, inspection questionnaires (COMNAVSURFRESFOR/COMNAVVAIRESFOR 5041/XXX) will be used as the basic inspection guides for COMNAVRESFOR/Commander, Naval Air Reserve Force (COMNAVVAIRESFOR)/Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) inspectors. Echelon III and IV commands will develop their own inspection guides to use for inspecting

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their subordinate command/activities. Commands will not use inspection guides to implement policy or procedures.

c. Naval Reserve activities will be inspected on a 3 year cycle per reference (c), as shown in enclosure (1) of this instruction. Exceptions to the inspection of activities/areas on a 3 year cycle are detailed in enclosure (1), notes 9, 13, and 14.

5. Pre-Inspection. Administrative requirements (schedule of events) will be made in advance for those activities being inspected. All coordination arrangements will be made within and through the office of the COMNAVRESFOR Inspector General (Code 002) .

6. Action

a. COMNAVRESFOR will:

(1) Conduct command inspections of Naval Air, Surface, and various support echelon III Reserve commands.

(2) Exercise overall coordination and monitoring functions over the Naval Reserve command inspection program.

(3) Issue a 3 year echelon III and IV command inspection schedule (COMNAVRESFOR Notice 5041). The echelon IV inspection schedule will be arranged and coordinated with the applicable echelon III Immediate Superior in Command (ISIC).

(4) Conduct, on a selected basis, such other inspections as deemed necessary. The NAVRESINSGEN will not conduct assist visits with the inspection program. In any case, command wide assist visits will not be conducted within 1 year of a scheduled inspection. Echelon III commands desiring assist visits should request visits, by letter, via the chain of command.

(5) Review inspection reports from COMNAVRESFOR/COMNAVSURFRESFOR and submit reports of significant findings requiring action by higher authority to the Chief of Naval Operations/Naval Inspector General (NAVINSGEN), as applicable.

b. COMNAVRESFOR Echelon III and IV commands will:

(1) Schedule and conduct command inspections of subordinate commands and activities using enclosure (1).

(2) Inspect subordinate commands and activities on a 3 year cycle per reference (c).

(3) Inspect subordinate Intelligence and CRYPTOLOGIC commands and activities, per reference (e).

(4) Conduct assist visits to subordinate commands and activities on a "by request" basis only. Special visits may

serve in lieu of scheduled inspections. In any case, command wide assist visits will not be conducted within 1 year of a scheduled inspection. Echelon III and IV commands desiring assist visits, should request visits by letter, via the chain of command.

(5) Establish a system to ensure recommendations to correct deficient areas are accomplished.

(6) Echelon IV commands are responsible for providing ground transportation and coordinating billeting arrangements for inspectors during their triennial command inspection.

7. Grading. Inspection evaluations shall be evaluated as SATISFACTORY or UNSATISFACTORY per reference (c).

8. COMNAVRESFOR Inspection Guides

a. COMNAVRESFOR will use applicable COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR Inspection Guides.

b. Echelon III and IV commands will develop inspection guides for the inspection of subordinate commands. Echelon IV commands will use the applicable Echelon III guide as an example.

9. Report Procedures

a. All inspection reports will be sent from the Senior Inspector to the ISIC, with a copy to the inspected command. The ISIC, upon acknowledgement of the Senior Inspector's recommendations, assigns a final grade in separate correspondence to the inspected command. Any exceptions taken by the inspected command to reported discrepancies may be included in the initial reply to the command inspection report. All echelon IV commands will submit copies of their subordinate command inspection reports to their applicable Echelon III ISIC. Copies of reports of inspections conducted by echelon IV commands should not be forwarded to COMNAVRESFOR (Code 002).

b. COMNAVAIRESFOR/COMNAVSURFRESFOR shall forward copies of inspection reports to COMNAVRESFOR (Code 002). These reports should include a summary of significant findings and contain a statement of compliance/noncompliance with items of special interest.

c. Commands inspected by COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR shall forward reports of corrective action taken to COMNAVRESFOR (Code 002) within 60 days following receipt of the report of inspection.

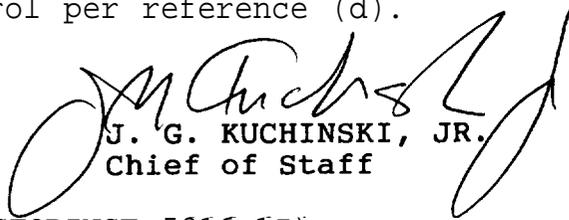
d. Should correction of serious deficiencies require additional time, the initial report will indicate a date of anticipated completion. Follow-up reports are required, as directed, until all discrepancies/recommendations follow-up actions are complete.

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e. Inspection reports shall not be released outside original distribution or reproduced in whole or in part without prior written approval of the inspecting authority. The following caveat shall be included on all reports of inspection:

"The information contained herein relates to internal practices of the Department of the Navy and is an internal communication within the inspecting command. This report of (inspecting authority/command conducting inspection) is not releasable, nor may its contents be disclosed outside of original distribution, nor may it be reproduced, in whole or in part, without prior written approval of (inspecting authority/command conducting inspection). Per OPNAVINST 5040.7K, requests for this report, portions thereof, or correspondence related thereto, from a source external to the Department of the Navy shall be promptly referred to COMNAVRESFOR Inspector General, who shall further refer the request with recommended action thereon to the Naval Inspector General for Navy Department coordination and clearance. Holders of this report shall strictly observe this caveat."

10. Reports. The reporting requirements contained within are exempt from reports control per reference (d).



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Chief of Staff

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COMNAVRESFOR COMMAND INSPECTION REQUIREMENTS

INSPECTING ACTIVITY	NORMAL INSPECTION INTERVAL	INSPECTED ACTIVITIES	NOTES
COMNAVRESFOR	3 YEARS	COMNAVAIRESFOR COMNAVSURFRESFOR NAVSUPPACT NEW ORLEANS PERSUPPACT NEW ORLEANS HRO NEW ORLEANS COMNAVRESCRUI TCOM	1,3,9,11,12 1,3,9,11,12 1,3,11,12 1,12 1,11,12 1,11,12
COMNAVAIRESFOR	3 YEARS	NAS/NAF NAVAIRES RESERVE AIR WING COMNAVRESINTCOM RESASWTRACEN	1,2,3,9,10,11,12 1,9,10,11,12 1,3,9,11,12 1,9,11,12 1,9,11,12
NAS/NAF/NAVAIRES	3 YEARS	ASSIGNED NAVAL AIR RESERVE CENTERS	3,5,6,9,10,11,12
RESERVE AIR WING	3 YEARS	ASSIGNED SQUADRONS	3,5,7,8,9,11,12
COMNAVSURFRESFOR	3 YEARS	COMNAVRESREDCOM COMNAVIUWGRU RNCFSC COMELSF FLTHOSP PROGREPS	1,3,9,10,11,12 1,3,9,11,12 1,3,9,11,12 1,11,12 1,11,12 1,5,11,12,13
COMNAVRESCRUITCOM	3 YEARS	NAVRESCRUITCOM DETS	1,5,11,12
COMNAVRESINTCOM	3 YEARS	RESERVE INTELLIGENCE AREA COMMANDERS (RIAC) AND UNITS	1,5,11,12,14
NAVRESREDCOM	3 YEARS	REDCEN/NAVMARCORESCEN RESCEN/RESFAC	1,4,5,9,10,11,12
COMNAVIUWGRU	3 YEARS	MIUWS	3,5,9,11,12

NOTE 1: COMNAVRESFOR/COMNAVAIRESFOR/COMNAVSURFRESFOR (as applicable) staff personnel may be required to reinspect to cover specific items such as unsatisfactory areas, special audits, problem areas, and special interest items. A nominal time of 180 days should be considered for reinspection of unsatisfactory areas.

NOTE 2: Clubs, messes, and special services will be inspected on a 2 year cycle unless the need to inspect more frequently is indicated by financial or other criteria.

- NOTE 3: Explosive Safety Surveys/Weapons Administration inspections and 3M inspections are conducted on an 18 month cycle.
- NOTE 4: Command inspections of Naval Reserve Center shall include a review, assessment or inspection of services provided to SEABEE units, whether headquarters or detachments. These services are not limited to, but include: Service record administration, Inactive Duty Training (IDT) Administration, and Reserve Standard Training Administration and Readiness Support, medical and dental record maintenance, with associated medical services, general military training, physical readiness test administration and other services, as directed by reference (f). Results of this inspection shall be identified separately in the Naval Reserve Center command inspection report and a copy of the separate report section will be forwarded to the appropriate Naval Construction Regiment, SEABEE unit commanding officer (not the detachment officer in charge) and the Commander, Reserve Naval Construction Force Support Command (RNCFS).
- NOTE 5: COMNAVRESFOR/COMNAVVAIRESFOR/COMNAVSVRFRESFOR (as applicable) retains the option to observe, inspect, or assist with inspections on a selected basis.
- NOTE 6: Commanding officers of NAS/NAF/NAVVAIRES with a subordinate Naval Air Reserve Center should schedule command inspections of those activities during years COMNAVVAIRESFOR triennial inspections are not conducted.
- NOTE 7: Copies of inspections and reviews should be provided to the appropriate Program Manager, COMNAVVAIRESFOR (Code 51X), via appropriate commanding officer, NAS/NAF/NAVVAIRES or officer in charge, Naval Air Reserve Center.
- NOTE 8: Reserve air wing commanders may request assistance of COMNAVVAIRESFOR staff members, when the wing is conducting inspections, in areas where particular expertise is required.
- NOTE 9: Commands with-Communications Security Material System accounts will be inspected by those commands identified in reference (a) on a 2 year cycle with no advance notice. Additionally, inspections of the classified material (such as COMSEC or NWP), Physical Security, Operational Security, Personnel and Information Security areas of echelon IV commands are coordinated through COMNAVRESFOR (Code 01A) on an 18 month to 2 year cycle with no advance notice. Copies of these inspection reports will be provided to appropriate echelon III and IV commanders. These inspections shall be considered as meeting inspection cycle requirements of references (a) through (d).

- NOTE 10: Augmentation/Naval Reserve units are considered an integral part of their Air Site/Naval Reserve Center, and will be included in the Air Site/Naval Reserve Center formal triennial inspection program. The active duty support organization is responsible for maintaining all administrative files and records for assigned units. Units may be inspected on a random sample basis, as required by the inspecting ISIC, to determine the quality of mission support provided and training accomplished, as part of the formal inspection of the NAS/NAVAIRES/NAVAIRESCEN/NAVRESREDCEN/NAVMARCORESCEN/NAVRESCEN/NAVRESFAC .
- NOTE 11: A separate report of services provided by Personnel Support Detachments shall be prepared as an enclosure to the inspection report. Copies of this separate report shall be forwarded to the applicable Personnel Support Detachment and Personnel Support Activities.
- NOTE 12: The NAVRESINSGEN may visit/inspect at any echelon level, without prior notification, for the purpose of assessing the integrity and efficiency of command effectiveness and mission performance of the inspected activity.
- NOTE 13: Naval Reserve (NR) Security Group Program Representatives (PROGREPs) will schedule and conduct Intelligence Oversight (IO) inspections per reference (e). The NR Security Group Program Manager is assigned Additional Duty to COMNAVRESFOR for Inspector General duties for inspection and oversight of intelligence and CRYPTO-LOGIC programs, and is responsible for ensuring NR Security Group compliance with references (a) through (e). Personnel security administration under the Special Security Officer program will be inspected concurrently with the IO inspection and shall be considered as fulfilling inspection requirements contained in references (a) through (d).
- NOTE 14: Commander, Naval Reserve Intelligence Command will schedule and conduct IO inspections per reference (e). Commander, Naval Reserve Intelligence Command is assigned Additional Duties to COMNAVRESFOR for Inspector General duties for inspection and oversight of intelligence programs, and is responsible for ensuring Reserve Intelligence Area Commanders, and units attached, are in compliance with references (a) through (e). Personnel security under the Special Security Officer program will be inspected concurrently with the IO inspection and shall be considered as fulfilling inspection requirements contained in references (a) through (d).

Enclosure (1)

